



National Aeronautics and  
Space Administration

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## **NASA Shared Services Center Transition Plan**

**NSSC-DP-0065          Basic**

**Effective Date:**      **October 1, 2008**  
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## **NSSC Grants Transition Plan for Financial Management Division (FMD)**

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**Responsible Office: Financial Management Division**

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<b>SUBJECT: NSSC Grants Transition Plan for Financial Management Division (FMD)</b>	

**Approved by**

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February 23, 2009

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## 1. Introduction

National Aeronautics and Space Administration (NASA) has created the NASA Shared Services Center (NSSC) that will perform a variety of transactional and administrative activities currently done at each NASA Center in the functional areas of: Human Resources (HR), Information Technology (IT), Procurement (PR), and Financial Management (FM). This effort will consolidate targeted activities into a separate NASA Center that reports to Headquarters (HQ) and is designed to achieve: efficient and effective service, improved data quality, standardized processes, leveraged skills and investments, and economies of scale. The NSSC will work collaboratively with the Centers to meet their service needs via a Contact Center, which will allow business units to focus more time on their core work and strategic initiatives.

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## **2. Scope**

### **2.1 Grants**

The Grants payment monitoring function will transition to the NSSC in February 2009. Once the transition is complete, the NSSC will monitor transactions for Grants Payable activities. Personnel have been identified to perform the Grants Payable function at the NSSC. Some functions will remain at the Centers to include but not limited to Cost, closeout of Grants not issued by the NSSC, closeout of grants not transitioning to the NSSC, and Grants not reconciled prior to transition.

FM shall use all existing NASA systems in operation at the time of transition. FM is required to use NASA's existing Core Financial software (SAPR/3) to perform the FM activities. FM is required to use SAPR/3, Department of Health and Human Services' (DHHS) Payment Management System (PMS) and Business Warehouse (BW) for reporting, query, and reconciliation activity. NSSC is required to adhere to NASA policies and procedures to include NASA's Financial Management Regulation (FMR) Volume 14, and Enterprise Performance Support System (EPSS) as their guidance. In addition to NASA policies, NSSC must also adhere to the Federal Acquisition Regulation (FAR), Treasury Financial Manual and Bulletins, and Office and Management Budget (OMB) regulations as their guidance.

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### **3. Assumption**

#### **3.1 Grants**

NSSC will appoint an Activity Transition Manager responsible for all aspects of the transition of functions to the NSSC including: planning, coordinating, communication, staffing, training, shipping, Operational Readiness Review (ORR), and schedule.

NSSC staff for Grants Payable will be on board in time to prepare for the transition to the NSSC. (Staffing is handled separately in the NSSC Staffing Plan.)

NSSC staff for Grants Payable will be adequately trained prior to the transition to the NSSC. Processes and procedures will be reflected in the Service Delivery Guide (SDG).

Facilities at the NSSC for Grants Payable personnel will be ready in time to house required personnel.

Proper IT will be in place to ensure workstations and connectivity to all needed systems.

The NSSC/Centers/Integrated Enterprise Management System (IEMP) will undergo an ORR prior to the actual transition of work to the NSSC. The ORR will review the overall readiness of the NSSC/Centers/IEMP for transition.

The Activity Transition Manager will ensure that appropriate points of contact (POC) at the Centers, the Agency Office of Chief Financial Officer (OCFO), and the Competency Center are in the transition planning communications loop for Grants Payable functions transferred to the NSSC.

Center Grants Finance files will stay with the Center and follow appropriate retention schedule guidelines. Documents needed by NSSC Finance are:

- Electronic Reconciliation files on open grants.
- Manual Recap Ledger (optional)
- Last Funding Supplement (optional)
- SF272 FY08 and forward data (optional)
- Last Letter of Credit (optional)

The Center will be available to provide appropriate support before, during, and after functions transfer to the NSSC to ensure a successful transition. We anticipate that Center personnel will shadow NSSC personnel after "Go-Live" for periods not to exceed 90 days, as availability and Center requirements permits. If necessary, the NSSC will

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cover the cost of sending NSSC personnel to the Centers for training; as well as, covering the cost of sending Center personnel to the NSSC for help with operational preparedness.

The NSSC will comply with all internal and external Segregation of Duties policies and requirements.

Centers are currently utilizing Accounts Payable Work Management Tool (AWMT) for Cost. This will be a requirement for three-way matches. The NSSC will utilize AWMT to request Cost when the NSSC receives an Intermediate Document (IDOC) failure due to insufficient cost. 'Cost' requests will be routed electronically via AWMT for review and approval.

The Competency Center will support planning activities in support of the transition.

The Centers will provide any unique processes or procedures to the NSSC for review and/or to determine implementation.

Department of Health and Human Services (DHHS), Payment Management Systems (PMS) will monitor the quarterly PSC 272.



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#### **4. Recommended Transition Plan**

##### **4.1 Transition for Grants Payable Vouchers**

###### **4.1.1 Center Responsibilities**

Attend face-to-face meetings to collaborate on the transition of activities and responsibilities.

Inform NSSC personnel of any existing unique procedures and policies for Grant processing affecting the transition to NSSC.

Participate in an ORR to ensure that the NSSC and the Centers are ready for the transition as outlined in the Project Schedule.

Review with NSSC the documents that will be transferred to the NSSC and provide a checklist of open grants.

Ensure that all contract financial source documents reconcile to Systems, Applications and Products (SAP). Items not reconciled must be identified.

Provide any unique processes or procedures to the NSSC for review and/or to determine implementation.

Letter advising Grantees regarding changes to NASA Payments field on NASA Awards and NASA Supplements from specific Center POC to NSSC prior to transition. Note: Designated Billing Office remains the Department of Health and Human Services, Payment Management System. (Reference NSSC-DP-0064 for dates)

Center Procurement modifies Grants to change NASA Payments field on new NASA Awards and NASA Supplements/Modifications (as new supplements/modifications are issued) from specific Center POC to NSSC and notify grantees of change after transition. (Reference NSSC-DP-0064 for dates)

Send an Informational Letter to recipients advising them that inquiries will be handled by the NSSC for all Centers after the established cut-over date. (Reference NSSC-DP-0064 for dates)

Validate the Standard General Ledger (SGL) accounts and establish and reconcile subsidiary accounts that support the SGL control accounts prior to transferring to the NSSC.

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Establish a Center POC that will coordinate activities and interface directly with NSSC personnel.

Clear 51 IDOC; (i.e., failed drawdowns due to negative amounts, 3 way match, mismatch Entity Identification Number (EIN), and etc) and correction. (Prior to transition and on any Grants that did not transition to the NSSC due to incomplete reconciliations.)

Check for open or pending Grantees in the Payments Management System (PMS).

Reconcile Letters of Credit (LOC) to ensure the amounts have been posted to the proper SGL accounts for advance payments and drawdowns prior to transferring to the NSSC.

Clear all Grants' transactions to the 1010.2999 account prior to transferring to the NSSC.

Ensure that all 272's are current and up-to-date prior to transferring to the NSSC. Grantees that fail to reconcile the 272 should be sent the proper notice.

#### **4.1.2 NSSC Responsibilities**

Process all grant drawdown activity from the receipt of the initial transaction to reconciliation based on the acceptance of NASA.

Travel and/or coordinate with the Centers to gain a better understanding of processes and procedures.

Conduct a data call with the Center to understand the current operations, future Center unique operations, and identify any unique policies currently transitioning to the NSSC.

Conduct face-to-face meetings per schedule to collaborate on operational/transition issues.

Use the Central Contract Registration (CCR) and Vendor Master updates in SAP.

Conduct telecons and participate in data calls with the Centers to understand current operations and identification of required unique policies.

Conduct an ORR to ensure readiness for the transition.

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Ensure SDG is developed in accordance with Agency policy/ procedures, NPR, etc.

Ensure that activities and responsibilities related to Grants Payable adhere to Agency approved policies and procedures for cash reconciliation.

#### **4.1.3 Competency Center Responsibilities**

Establish Agency roles for the NSSC.

Set up NSSC roles in SAP for NSSC personnel working grants payable transactions to include simulation testing.

Provide assistance, support, and technical training as required for the NSSC to process grants payable transactions.

Coordinate release strategy changes.

#### **4.1.4 Office of Chief Financial Officer Responsibilities**

HQ Policy and Business Integration (PBI) Office will revise NASA policies and procedures as appropriate to reflect agency approved processes related to cash reconciliation and related reporting requirements.

Approve processes and associated roles.

Participate in ORR.

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## **5. Technical**

AWMT Accounts Payable Work Management Tool

BW Business Warehouse

EDI Electronic Data Interface

NATS NASA Audit Tracking System

NSMS NASA Supply Management System

PMS Payment Management System

Remedy A workflow, software tracking database system utilized at the NSSC.  
(Contact Center)

Remedy A workflow, software tracking database system  
(Competency Center)

TechDoc Electronic Management Document Software System used at NSSC as an  
electronic library.

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## **6. Risks**

The NSSC Grants Payable Project Schedule may change adversely impacting implementation plans, staffing, funding, and training.

Failure to clean up the unidentified and/or non-reconciled grants and transition to the NSSC will burden the NSSC with additional discovery work.

Not being able to acquire the number of qualified staff needed to support the Grants Payable Staff. Grants Payable personnel at the Centers will have to be available to support the transition.

Training of personnel for the necessary classes required must be done timely prior to transition.

Interfaces to and from SAP and PMS, and other systems not working properly in order to cut down on the manual processing of grants, LOCs, drawdowns, etc.

Failure to effectively communicate and maintain communication throughout the transition between vendors, customers, Competency Center, NSSC, internal NSSC Management and Functional Departments, HQs, stakeholders, and transition teams. We must have the cooperation of Procurement, Cost and Resources/Budget Department at the NSSC, and the Centers in order to be successful.

The scheduled transition date does not allow stabilization of the grants re-engineering system/process changes. NSSC resource requirements may change after system/process stabilization.

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## APPENDICES

### APPENDIX A-Acronyms

<b>AMS</b>	Acquisition Management System
<b>BW</b>	Business Warehouse
<b>DHHS</b>	Department of Health and Human Services
<b>DIT</b>	Disbursement in transit
<b>EDI</b>	Electronic Data Interface
<b>EFT</b>	Electronic Funds Transfer
<b>EIN</b>	Entity Identification Number
<b>EPSS</b>	Enterprise Performance Support System
<b>FAR</b>	Federal Acquisition Regulation
<b>FM</b>	Financial Management
<b>FMR</b>	Financial Management Regulations
<b>GAO</b>	Government Accountability Office
<b>HQ</b>	Headquarters
<b>IDOC</b>	Intermediate Document
<b>IEMP</b>	Integrated Enterprise Management Project
<b>IT</b>	Information Technology
<b>LOC</b>	Letter of Credit
<b>NATS</b>	NASA Audit Tracking System
<b>NSSC</b>	NASA Shared Services Center
<b>OCFO</b>	Office of the Chief Financial Officer
<b>ORR</b>	Operational Readiness Review
<b>PMS</b>	Payment Management System
<b>POC</b>	Point of Contact
<b>SAP</b>	Systems, Application and Products
<b>SDG</b>	Service Delivery Guides
<b>SGL</b>	Standard General Ledger

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## Appendix B-Definitions

<b>Remedy</b>	A workflow, software tracking database system
<b>SAP</b>	Systems, Application and Products in data processing
<b>SF</b>	A standard form authorized for use by all Federal Agencies
<b>TechDoc</b>	Electronic Management Document Software System used at NSSC as an electronic library

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